

HILLIARD DAVIDSON HIGH SCHOOL STUDENT HANDBOOK 2008-09

John W. Bandow, Principal
Joyce Brickley, Assistant Principal
Jill Burke, Assistant Principal
Mike Starner, Student Services Coordinator
Chuck Page, Student Program Coordinator
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www.hilliard.k12.oh.us/dvd/index.html

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:
Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

HILLIARD DAVIDSON

WELCOME TO HILLIARD DAVIDSON HIGH SCHOOL

The entire staff of Hilliard Davidson High School welcomes you to the 2008-2009 school year. We are committed to building upon the strong academic, artistic, and athletic traditions that have existed in our school community for many years, and count on YOU to carry on those traditions. Our staff stands ready to assist you in your efforts to gain a quality education and to maximize your potential.

We believe your school planner is a valuable tool for bell schedules, the planning and organization of assignments, commitments and due dates. We hope the planner is a useful tool for you throughout the entire school year.

Your high school years should be four of the happiest and most active years of your life. Your involvement and participation in school activities will leave an imprint on your life. You will also create memories that will last throughout your lifetime. Make your mark here at Hilliard Davidson and take charge of your life. Take the initiative and get involved...and let us all extend a welcome to the school of Wildcat Pride!

Best wishes for a successful year!

HILLIARD DAVIDSON HIGH ALMA MATER
HILLIARD, WE SING OUR PRAISE TO THEE,
PAST MEMORIES THAT WE HOLD DEAR,
LASTING FRIENDSHIPS WE HAVE MADE,
OF YOU WE'RE PROUD YEAR AFTER YEAR.
O HILLIARD DAVIDSON HIGH, THE WHITE AND BLUE,
TO THESE COLORS WE'LL BE TRUE,
AND SING OUR PRAISE UNTIL WE DIE,
OUR ALMA MATER, HILLIARD DAVIDSON HIGH.

HILLIARD CITY SCHOOL DISTRICT MISSION STATEMENT

In concert with family and community, the Hilliard City School District will empower all graduates to thrive in the 21st Century.

HILLIARD DAVIDSON HIGH SCHOOL MISSION STATEMENT

In concert with family and community, Hilliard Davidson High School will empower all graduates to thrive in the 21st Century.

Hilliard Davidson Core Values

1. Students will maintain a high level of academic excellence and integrity.
2. Students will develop a respect for diversity.
3. Students will be involved in our school.
4. Students will demonstrate respect for each other and staff.
5. Students will take ownership and responsibility of themselves and our school.

2008-09 Leadership Positions

Student Council Officers

Presidents: Scott Cook & Bridget Onders

Shanice Akoto
Jennifer Bisschop
Jimmy Caudill
Max Dawes
Jordan Flowers
Adam Frazier
Ashton Krajewski
Taylor Newton
Bailey Ross

Lexi Smock

Renaissance Leaders

Farah Arman
Katie Behrent
Kaitlin Flanagan
Hannah Ford
Lauren Hall
Quinn Heisler

Class Officers

2009

Ellen Dougherty
Mohamed Elmasry
Amy Friloux
Caitlin Holland
Kelsey Hunter
Ryan Meadows
Dylan Meyer
Eric Nash
Erika Reese
Jazmine Singer

2010

Colleen Baker
Kate Brown
Ava Carvour
Alex Conrath
Kristen Espe
Jennifer Fink
Megan Griffin
Katie Rine
Nate Roberto
Youssra Saqr

2011

Matt Arthur
Bailey Burnside
Andy Cook
Lauren Duncan
Meghan Gallagher
Olivia Jackson
Rebekah Kauffman
Charlie Lantz
Sam McNaughton
Michelle McPhillips
Ally Nelson
Colleen Onders
Emily O'Neal
Zach Slotta
Jillian Yuricich

BELL SCHEDULES

Regular Bell Schedule

6:50-7:40	0 Period	
7:40-8:30	Period 1	
8:34-9:24	Period 2	
9:28-10:21	Period 3	
10:25-11:14	Period 4	
		*10:25-10:45 4A
		*10:45-11:14 4B
11:18-12:07	Period 5	
		*11:18-11:39 5A
		*11:39-12:07 5B
12:11-1:00	Period 6	
		*12:11-12:32 6A
		*12:32-1:00 6B
1:04-1:54	Period 7	
1:58-2:48	Period 8	

Special Homeroom Schedule

7:40-8:26	Period 1
8:30-9:16	Period 2
9:20-9:32	Homeroom/Announcements
9:32-10:20	Period 3
Periods 4-8	Back to regular bell schedule

Late Arrival Schedule – OGT

7:40-10:00	Testing Period (OGT)
10:10-10:42	Period 1
10:46-11:18	Period 2
11:22-11:54	Period 3
11:58-12:29	Period 4
12:33-1:04	Period 5
1:08-1:39	Period 6
1:43-2:14	Period 7
2:18-2:48	Period 8

PLC Schedule – Davidson (ONLY) Late Start

9/8/08 – 9/29/08 – 10/20/08 – 11/10/08 – 1/12/09 – 2/23/09 – 3/16/09 – 5/4/09

7:40 – 8:24	Professional Development
8:28 – 9:12	Period 1
9:16 – 10:00	Period 2
10:04 – 10:48	Period 3
10:52 – 11:36	Period 4
11:40 – 12:24	Period 5
12:28 – 1:12	Period 6
1:16 – 2:00	Period 7
2:04 – 2:48	Period 8

District Late Start

12/3/08 - 1/28/09 – 4/23/09

7:40 – 9:40	In- Service
9:48 – 10:22	Period 1
10:26 – 11:00	Period 2
11:04 – 11:38	Period 3
11:42 – 12:16	Period 4
12:20 – 12:54	Period 5
12:58 – 1:32	Period 6
1:36 – 2:10	Period 7
2:14 – 2:48	Period 8

**Hilliard Davidson High School
Renaissance Program**

Students can receive significant and meaningful privileges as a result of attaining / maintaining specific levels of achievement in academics, attendance and behavior. Students may earn a Renaissance White Card, Blue Card or Red Card based on their performance in these three areas. Card privileges are listed below, and are not transferable.

White Card Standards

- 4.0 or above GPA
(based on semester average grades)
- No more than 3 days absent and 3 tardies
(per semester)
- No disciplinary referrals (per semester)

White Card Benefits

- After game dances free
- Free admission to home athletic events
- 10% discount in school store
- Honor ribbons each grading period
- Free parking for the next semester
- Two final exam exemptions (per semester)
- One free ticket to each school play
- Continental breakfast (each 9 weeks)
- Catered luncheon (each semester)

Blue Card Standards

- 3.25 – 3.99 GPA
(based on semester average grades)
- No more than 4 days absent and 4 tardies
(per semester)
- No disciplinary referrals

Blue Card Benefits

- Discount on after game dances
- \$1.00 admission to home athletic events
- 10% discount in school store
- Honor ribbons stickers each grading period
- Free parking for the 2nd & 4th grading
period
- One final exam exemption (per semester)
- One \$1.00 ticket to each school play

Red Card Standards

- 2.75 – 3.24 GPA
(based on semester average grades)
- No more than 4 absences and 4 tardies
(per semester)
- No disciplinary referrals

Red Card Benefits

- Discount on after game dances
- \$2 admission to home athletic events
- 10% discount in school store
- Free parking for 4th grading period
- One final exam exemption per year
- One \$2.00 ticket to each school play

Cat Card Standards
(for incoming freshmen)

- 3.0 or above GPA for 3rd/4th 9 weeks
- No major disciplinary referrals
- No more than 5 absences for 3rd/4th 9wks

Cat Card Benefits

- \$1.00 admission to home athletic events
- 10% discount in school store
- One free Wednesday School

Final Exam Exemption Rules:

- Student must meet the card standards for the 1st, 2nd and 3rd grading periods to exempt an exam in June.
- Student must meet the card standards for the 3rd, 4th and 1st grading periods to exempt an exam in January
- Student may not exempt the same exam twice in the same school year – This includes semester course of the same subject. Example – Biology A and Biology B.
- Student must have a C- or better grade for the 2nd quarter in the class they wish to exempt in January.
- Student must have a C- or better grade for the 4th quarter in the class they wish to exempt in June.

Special Note:

- ✦ Violation of any of the fundamental principles of this philosophy will result in an immediate revocation of the card and all inherent privileges thereof on the first offense.

Attendance Appeal Process:

- ✦ For any absences exceeding the designated limit, the student will be required to submit an appeal letter.
 - Obtain your semester attendance print out from the Attendance Office.
 - Write a letter explaining the extenuating circumstances for your absences.
 - If any of the absences were marked “official”, you will not need another doctor’s statement.
 - If you were seen by a doctor but did not turn in a doctor’s statement, please attach this to your letter.
 - Be convincing and thorough in your argument on why the Appeal’s Committee should accept your appeal and grant you a Renaissance Card.

*The Attendance Appeal Deadline is **9/5/08** for 2nd semester 2007-2008 Renaissance Cards.
The Attendance Appeal Deadline is **2/13/09** for 1st semester 2008-2009 Renaissance Cards.*

Important Notes for Renaissance:

- Exam exemptions may not be made for the same class in the same year. This includes a year-long course divided into semester courses. Example - Science (9A and 9B).
- Students must be enrolled in a minimum of four classes to exempt exams.
- Students may not “Double Dip” incentives in the same course. Example – OGT incentives and Renaissance incentives may not be used together.

I. GENERAL SCHOOL OPERATION

ADMINISTERING PRESCRIPTION MEDICATION TO STUDENTS

The Hilliard City Schools recommend and encourage parents to make every effort to medicate their children at times other than the regularly scheduled school day. If it is necessary for students to receive prescription medication during the school day, it will be done in accordance with the following guidelines:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of prescription medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. The board-approved medication authorization form must be signed by the prescribing physician and parent before any prescription medication can be administered.
3. The parent or guardian must submit a new authorization form signed by the physician if any of the information originally provided changes.
4. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he acts in a manner which would constitute "gross negligence or wanton or reckless misconduct".
5. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
6. Prescription medications needed during after school activities will be kept locked in the clinic during school hours.

Regulations Regarding Dispensation of Prescription Medication

1. Students needing medication will be encouraged to receive the medication at home, if possible.
 - a. Each person or persons designated to administer any prescription medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:
 - 1) the name and address of the student;
 - 2) the school and class in which the student is enrolled;
 - 3) the name of the drug and the dosage to be administered;
 - 4) the times or intervals at which each dosage of the drug is to be administered;
 - 5) the date on which the administration of the drug is to begin;
 - 6) the date on which the administration of the drug is to cease;
 - 7) any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in case of an emergency, and
 - 8) special instructions for administration of the drug, including sterile conditions and storage.

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

- b. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.
- c. The medication will be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.
- d. Students who self-administer (carry on their person) asthma inhalers, must have the medication authorization form completed by their physician and parent stating they may do this.
 - 1) The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
 - 2) No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.
 - 3) Each medication that is given should be documented on the medication record form for the corresponding student.
 - 4) The person designated to give medication should receive training by the school nurse. The school nurse will periodically monitor and provide instruction pertinent to the medication.
 - 5) The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
 - 6) All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
 - 7) All medication remaining in the building after the last day of school will be discarded.

Regulations Regarding Non-Prescription Medication - Grades 7-12

- 1. Students in grades 7-12 may self-administer a non-prescription/over the counter medication at the parent's discretion. The student's parent must send a note with the student stating the name of the medication, dose, time it is to be taken, date it is to be taken and then signed by the parent. This note must be presented to an administrator for their signature. The student may only carry a one-day supply of medication on his/her person. No such medication shall be given to another student.
- 2. School personnel will not be responsible for administration or supervision of non-prescription self-administered medication.

COURTYARD

Students are allowed to pass through the courtyard during class changes. No food or beverage will be permissible in this area. The courtyard will be available for students during their lunch periods. Inclement weather will require the courtyard to be off-limits.

DIRECTORY INFORMATION

Occasionally, Hilliard City Schools receives requests for directory information concerning students. These requests come from, but are not limited to, colleges and universities, public and private high schools, local PTO groups, recruiters of the United States Armed Services, etc. In compliance with administrative regulations, the District must inform parents each year of its definition of Directory Information which can be disclosed without prior written consent, except when the request is for a profit-making plan or activity. Directory information includes:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team
7. Student's dates of attendance
8. Student's date of graduation

For more information, please contact the Assistant Superintendent's office at 921-7013.

eNews

Your schools. Your eNews.

The new eNews mailing list service offered by Hilliard City Schools will keep you in the know about happenings in your building and the district. Lists are available for individual schools and the district as a whole.

As an eNews member, you will receive regular e-mails that will include important school building news, information about the district, Board of Education action, and announcements from the superintendent.

eNews messages might include morning announcements, notes from the principal, PTO news, links to classroom pages and even emergency information. Schools also will be able to send newsletters electronically.

To sign up, visit www.hilliardschools.org and click on the eNews logo on the homepage. Follow the registration instructions for each list desired, then reply to the confirmation e-mail. Once you've followed these simple steps, you'll start receiving Hilliard eNews.

EXAMS – Semester and Final

Exam dates and the school calendar are established a year in advance. Parents and students should understand that exams and projects are the culminating educational experience offered by our instructors. Therefore, make up exams will only be offered to a student for an Official Absence. Documentation must be provided and an Administrator must approve them before a make up exam can count for credit. An out of town trip / vacation does not warrant a make up exam. To maintain the integrity of the educational experience, no early exams will be offered.

FOOD/DRINKS IN THE BUILDING

All food and drink is to be consumed **in the Commons Area ONLY**. This applies to before, during and after school. The academic area, hallways, lobby entrances and courtyard are not to be used for food or drink consumption. Food brought in from any outside eating establishments shall not be allowed without prior approval. Complaints about lunch should be channeled through the Food Service Committee or Student Council.

GUIDANCE

Students needing to see a guidance counselor should report to the guidance office and schedule an appointment with a guidance secretary. All appointments are to be scheduled before school, during lunchtime, after school, or during a study hall. An emergency is an exception.

HEALTH SCREENINGS

Health screenings are conducted by the HCS D nursing staff in accordance with the Ohio Department of Health and the Ohio Department of Education guidelines. Ninth graders will be screened for adequate vision and hearing. Referral forms will be mailed home to parents when further evaluation is recommended.

HOMEWORK

Homework is an important part of the educational process and is valid if it has the following objectives:

1. Promotes growth in self-responsibility and self-direction in learning
2. Promotes good work habits
3. Enriches and extends school research experiences
4. Brings students in contact with out-of-school learning resources
5. Helps students budget time
6. Provides essential practice in developing skills

In general, homework is to be used as a positive learning experience for students, and never as punishment for disciplinary reasons. Most teachers will require out of class assignments to be completed. Some classes will be assigned homework daily, others on a periodic basis. In some cases the purpose of homework is to provide you with necessary practice at a skill just learned. In other cases you are expected to use materials not available in the classroom. Whatever the purpose, homework is extremely important to your success. Most of you will have ample time to complete a major portion of your out of class assignments in study hall. Students will be given an equal amount of days to make up work due to their absence.

INOCULATIONS OF STUDENTS

Students enrolled in grades K-12 are required to have written proof on file at their school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella, hepatitis B, and (for grade K beginning in 2006-2007) varicella. Attached is a summary of current immunization requirements, as well as changes which are progressive until 2011-2012 school year school year when it will be required for all students in grades K through 12. The varicella immunization requirement is progressive up to the 2018-2019 school year when it will be required for all students in grades K through 12.

Students who are not in compliance may be excluded from school attendance no later than the fifteenth day after admissions. Compliance with any current Ohio Department of Health requirement will supercede our current practice until such time Board policy can reflect such update.

Students who have received at least one of each of the following immunizations may remain in school: diphtheria, tetanus, pertussis (DPT/DT/Td); polio vaccine (OPV or IPV); measles, mumps and rubella vaccine (MMR), hepatitis B vaccine (Hep B), and (for grade K beginning 2006-2007) varicella. However, they must make satisfactory progress in completing all the required vaccines to maintain their “in process” status. Failure to do so is cause for exclusion from school attendance.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of “good cause”. Similarly, a student is exempt if he/she presents a physician’s statement that immunization against a particular disease (or all diseases) is “medically contraindicated”. A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps, and/or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

INSURANCE

A school insurance program is available to all students to purchase. Any student participating in any school program must either have school insurance or provide a note, signed by his/her parent or guardian, stating that the parent or guarding will assume full responsibility for medical expenses.

LOCKERS

Lockers will be assigned to students at the orientation sessions or the beginning of the school year. No student is to change this assignment without approval from the office or re-assignment by the homeroom teacher. Due to the increasing student population, which causes congestion in the hallways, students are encouraged to go to their lockers **before school, at lunchtime and after school.**

<p>School Lockers are the property of the Board of Education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. A copy of this policy must be posted in a conspicuous place in each school building that has lockers. Disciplinary action will result for rule violations.</p>
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If a locker is damaged the student using the locker **must** pay for replacement. **The locker should be kept locked at all times.** Students are responsible for the care of their lockers and will be charged for damages. You will find that your locker will operate best and your belongings will be kept safe if you follow these precautions:

1. Do not release your combination to anyone.
2. Do not “set” your lock so that it can be opened by dialing only the last number.
3. Always be sure that nothing obstructs the door or the latches in such a way that you must force the door closed.
4. Avoid leaning or hanging on the door once it is open.
5. Close the door gently and turn the lock dial a couple of turns upon closing the locker—do not slam the door.
6. Promptly report any problem you have with your locker to the office. Please do this in writing, including your name, locker, and the nature of the problem.
7. Possession and/or transmission of pornographic materials are prohibited by the Student Conduct Code. Lockers are included in this instance. Please do not display any explicit or suggestive graphics, drawings, photographs, etc.
8. Students are asked not to decorate their lockers with any items which would mark the finish of the locker on the inside or the outside. Only magnets should be used to hang mirrors and other items. Items with self-adhesives on them should not be used. Locker signs for sports and other events that are hung on the exterior of the lockers from time to time should be hung only with masking tape.

LUNCH

Lunch will be served during periods 3, 4, 5, or 6. Students are not permitted to leave the premises for lunch. All students will eat in the cafeteria.

Breakfast

Hilliard City Schools provides a breakfast program to all students in all schools in accordance with federal regulations. For pricing and menu information, please check with your child’s school, or see the Parents section of the district’s website at www.hilliardschools.org.

School Lunch Program

In conjunction with Aramark, Hilliard City Schools offers a hot lunch service daily featuring a variety of items. Menus and pricing information is available on the district’s website under the Parents tab, but can be found directly at www.hilliardschools.org/menus/lunchMenus.cfm. Lunches may be purchased with cash at the cashier or by an automated prepaid account. Charges will only be permitted on an emergency basis.

Prepaid Lunches

We encourage parents to prepay for lunches in order to limit the exchange of money during the time-limited lunch period. Each student is assigned a meal account with a Personal Identification Number (PIN), and the total dollar amount of the food selected each day is deducted from the account upon entering the PIN at the cashier’s stand. Aramark will notify families when an account has a negative balance.

There are two types of accounts:

- Meal Accounts are for meals only
- General Accounts are for meals and/or snack items

Prepaying can be done in one of two ways:

- Cash or Check
 - Please send a sealed and labeled envelope to the school office with the following information on the front of the envelope:
 - - Student's name
 - Student's PIN
 - Total amount of money **included**
 - Type of account (Meal or General) in which the money should be placed
- MealpayPlus (www.mealpayplus.com or 1-877-237-0946)
 - Once registered with MealpayPlus, you can add money to your account using your bank account or Visa or MasterCard credit card. Payments can be made at any time using the standard payment or auto-payment options. Please note, a \$2 fee is assessed for each transaction.
 - To create an account online:
 - Go to www.mealpayplus.com
 - Click on "Register" and complete the registration process
 - Select state (OH) and school district (Hilliard)
 - Enter your child's Hilliard City Schools Student ID number
 - Finish the transaction using the directions received in the email confirmation

Free and Reduced Pricing

Forms to determine qualification for the Free and Reduced-price Lunch Program are available in all school offices. If your child receives free or reduced lunch, the computerized cashier's station protects confidentiality.

MEDIA CENTER

The Media Center is open to students and staff throughout the day and before and after school according to the hours posted. Use is afforded to everyone under the following circumstances.

- During study hall and lunch
- In the company of a classroom teacher
- With a pass from a classroom teacher

The number of study hall students will be limited if numbers are excessive, and sign-in procedures are distributed to students at the beginning of each semester. Failure to follow these procedures may result in discipline.

Students should be aware of rules and procedures posted in the Media Center. General services and procedures are outlined in a brochure which is given to all incoming Freshmen and is also available at the circulation desk. Student use of technology is further outlined in the Student Handbook. Failure to comply with these procedures may result in library suspensions. Student ID's are required to checkout all library materials and textbooks.

OFF LIMITS

Certain areas of the school grounds have been declared off limits to students. The reason for such restrictions is to preserve the welfare of all and to aid in supervision. The following areas are off limits, unless supervised by a faculty member:

Auditorium	Front/Back Entrance Areas
Boiler Room/Mechanical Rooms	Locker Rooms
Computer Labs	Parking Lot*
Department Offices	Ponds
Elevator	Science Rooftop
Faculty Rest Rooms	Xerox Rooms

Students are not to congregate in the academic wings during lunchtime, but are to either remain in the cafeteria or in the outdoor courtyard, when weather permits. Students are not allowed to leave the building at any time including lunch without approval through the office. *Students are to leave their vehicles immediately after parking. There is to be no loitering in the parking lot.

PHOTO RELEASE

From time to time, Hilliard City School District staff takes pictures or video of students in their learning environments. The photographs and videos are used for documentation of programs, staff and community newsletters, media releases, other publications and some external communications, including the school district web page. While we make every attempt to work with the media, they may also take incidental photos and/or videos of students in situations we cannot control.

Parents of all students enrolled as of August 31, 2004 were given a consent form to allow the occasional photograph. Parents were also given the opportunity to return the form to decline permission. Refusals are recorded in files of those students.

Beginning August 30, 2005 only kindergarteners and new enrollees will receive the photo consent form. Parents wishing to change their child's record should contact the office of the school their child attends.

PROBLEM SOLVING

AP Exams	Mr. Starner
Assemblies	Principal
Athletics	Mr. Princehorn
ACT-SAT-PSAT-College	Mrs. O'Shaughnessy
Club Activities	Mr. Starner
Discipline/Privileges	Grade Level Assistant Principal
Driving to School	Officer Burkitt/Mr. Page
Extended Absence from School	Attendance Office / Mr. Page
Independent Study	Counselor/Teacher
Lockers	Mrs. Goldhaber
Lost & Found	Attendance Office
Parking	Mr. Page
Renaissance Program	Mr. Starner
Report Card Error-Attendance	Classroom Teacher
Report Card Error-Grades	Counselor/Teacher
Schedule	Counselor
School Calendar	Mrs. Norton
Stolen Property	Assistant Principals/School Resource Officer
Textbooks	Mr. Starner
Use of Athletic facilities	Mr. Princehorn
Use of Building	Mrs. Vance
Vocational Info	Guidance Office
Work Permits	Mrs. Scinto

SIGN POSTING POLICY

Signs may only be posted in Commons area and first and second floor lobby areas. Signs must be attached with masking tape, not scotch tape, and should never be suspended from or attached to light fixtures. Cheerleaders may make small locker decorations for team members, providing plastic ribbon is used. All signs/posters must be pre-approved and signed by Mr. Starner or they will be removed.

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the district shall not be distributed or displayed in any school building or on district property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent or his designee. Appeal of the Superintendent's decision may be made to the Board.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior on school property and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings.

TELEPHONE USE

Pay telephones are provided for student use in various locations of the school. Students may use these phones before school, at lunch, or after school. Students are not permitted to use the phones in the office or other areas of the school building. These phones must remain open for school business.

VISITORS

Parents are encouraged to visit school. We ask that if they plan to visit a class, they make arrangements with the teacher a day or two in advance. All visitors to the school must report to the office for a visitor's pass. **School-aged visitors are not permitted to attend school in the company of a student.**

VOLUNTEERS

Who is required to have a background check?

The protection and wellbeing of the students enrolled in Hilliard City Schools is paramount. To that end, a background check and ID badge with photo will be required for all volunteers that may be left alone with students. This background check will be completed by IntelliCorp.

Where do I go for a background check?

The Hilliard City Schools Department of Human Resources will perform all background checks at the district's Central Office, located at 5323 Cemetery Road.

Do I need an appointment?

We accept walk-ins Tuesday through Thursday from 9-11 a.m. and 1-3 p.m., except during Winter Break and Spring Break during which time you may check the website at www.hilliardschools.org/district/volunteer.cfm for the schedule. Appointments are accepted by contacting the Department of Human Resources at 614-921-7099.

What is the cost?

The cost for a background check is \$9, through IntelliCorp. If you have not lived in Ohio for 5 years, we require a nationwide background check, which is \$18. If you have been fingerprinted within the last 12 months and you have a copy of the results, you may submit those to us with a \$2 charge. Replacement cards will be assessed a \$2 fee. You may pay with cash, check or by credit/debit card (Visa/MasterCard).

When will I be approved?

The background check process is electronic and takes just minutes to complete. Results are returned immediately to the school district. Once your results are returned with no disqualifying events, you will be put into our master database and receive a volunteer identification badge.

WRITING/MATH LAB

Students may go to the Math lab or the Writing Lab out of study hall. They must sign in at these locations for attendance.

Failure to sign in may result in disciplinary action. These labs will be available during the school day.

II. STUDENT ATTENDANCE REGULATIONS

REPORTING AN ABSENCE

Call 771-2289 before 9:00 AM to report an absence.

- A voice mail will take calls before and after school, in the evening and on weekends.
- Parents will be notified of student absences by the auto-dialer beginning at 6:00 PM.
- All notes/documents reporting an **ABSENCE** or **OFFICIAL** must be submitted to the attendance office within 3 days of student returning to school.
- A phone call or note immediately following an absence will be accepted.
- Forgery of an absence may result in suspension.

Only the administration can authorize absences from school. An explanation for an absence by the parent or guardian of a student does not constitute an authorized absence under O.R.C. guidelines

TYPES OF ABSENCES

1. Official Absence

Doctor or dental appointment that is verified by a medical statement, required court appearance verified by a document, funeral, observance of religious holiday or a pre-approved college visit or family vacation are all considered to be Official Absences. These do not count in the 6-day absence policy but only with proper verification. However, **these absences do count against perfect attendance.**

2. Absence

Personal illness, illness in family, and family emergencies are considered absent. However, we must receive notification from a parent/guardian to upgrade from an unexcused absence. Work missed may be made up without penalty. It is the student's responsibility to get work from teachers. Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time missed. **An absence does count toward the 6-day absence policy.**

3. Unexcused Absence/Truancy

Any student who is absent from school/class without his/her parent's permission/ notification or is absent from an assigned area within the school is unexcused/truant. Make-up work may not be made up for credit and tests missed carry an automatic "0."

* An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

* Disciplinary action may result from unexcused absence.

* The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

Any student unexcused/truant will be liable for punishment as follows:

- Detention
- Saturday/Wednesday School
- In-school suspension (T.O.R.)
- Out of school suspension
- Filing with Juvenile Court System
- Suspension of temporary driving permit or license until the student turns 18, returns to school, or receives a GED

Attendance Supplemental Codes

1. Personal Illness (Absence)

Personal illness, illness in family, and family emergencies that follow the proper procedures above for reporting an absence.

2. College Visits –(Official)

Seniors and juniors are permitted up to 3 absences during the school year to visit a college/university. Sophomores and freshmen must have prior approval from the college counselor to take a school recognized visit.

✦ -Seniors may not apply for a college visit after **May 1st**.

3. Family vacation – (Official)

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. **Students absent for more than 10 consecutive school days, due to a family vacation or being out of the area/country, will be withdrawn. Parents will need to re-enroll the student upon their return.**

4. School Business – (does not count toward 6 day policy)

Field trips, performing arts, voting booth, shadowing and anything deemed school-related are considered “**School Business.**” Students will be issued a school business/field trip permission form by the teacher prior to the event. These forms must be signed by a parent/guardian and all applicable teachers, and returned to the teacher organizing the event at least 24 hours prior to the absence. The teacher will supply the attendance office with an alphabetized list of students attending the event. School business does not count as an absence on the student’s record.

5. Suspensions (does not count toward 6 day policy)

- **Out of school (OSS)** suspensions do not count against the student in the 6-day policy, however, students will not receive credit for missed work.
- **In school suspension (ISS)** students report to the in-school suspension room and are allowed to make up work and are not counted as absent for the day, or from class.

6. Half Day/Full Day absence

Students arriving after 1st period and before the end of 3rd period will be considered absent half day. Students arriving from the beginning of 4th period on will be considered absent a full day.

6-DAY ABSENCE POLICY

- A student will receive an F if he/she accumulates more than 6 total class absences, **absent or unexcused**, excluding official absences during any nine-week grading period.
- Class absences are not cumulative and do not carry over from one nine-week grading period to another.
- When a student accumulates 4 & 6 class absences, the parent will be notified by letter.
- If a student misses more than 15 minutes of a class, this is considered a class absence.

18-YEAR-OLD STUDENT

Students who are 18 years old or older are required to follow all school practices and procedures as specified in this Student Handbook. Hilliard Davidson High School only recognizes parental/guardian authority when dealing with school procedures such as mailings, grades, absences, early dismissals, or any other similar documentation. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences.

EARLY DISMISSAL

Leaving for the remainder of the day and/or returning –

- A note/or phone call must be received by the attendance office prior to a student leaving. The note must be signed by a parent or legal guardian, with the student's name, time of early dismissal, and a phone number where the parent can be reached for confirmation.
- Students must sign out through the attendance office before leaving the building.

Failure to sign out will result in disciplinary action and early dismissal may be made unexcused.
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- In case of emergency, a parent must come into the building and sign a student out of school through the attendance office.
- A student gone one period or less on an early dismissal will not be counted absent on the daily attendance record. **Students gone two to three periods will be counted .5 day absent. Students gone more than three periods will be counted a full day absent.**
- Alternate procedures may apply for days preceding major holidays, breaks, or special event days. No early dismissal notes or calls will be accepted on these days. All notes for early dismissals must be submitted one school day prior to this day or parent must come in and sign student out.

ENTERING/LEAVING BUILDING

- Students are not to enter or leave the building during school hours without reporting to the attendance office.
- **Failure to sign in or out of school will result in disciplinary action.**
- Phone calls or notes from a parent to excuse a student **AFTER** they have left the building will not be accepted.

ILLNESS AT HOME/SCHOOL

A student who has any of the following symptoms should not attend school:

- | | |
|-----------------------------------|-------------------------------|
| a fever of 100 degrees or greater | persistent or severe cough |
| an undiagnosed rash | persistent or severe headache |
| an earache or draining ear | known communicable disease |
| diarrhea or vomiting | pink eye |
| severe sore throat | |

When reporting student absences, please report any communicable disease that the student may have. Parents are encouraged to contact the school nurse at any time to discuss health concerns of their student.

If a student becomes ill at school

- A school certified school nurse is on duty each day.
- Students must obtain a written pass from their teacher before coming to the clinic.
- All students will be assessed in the clinic if they are ill or injured. Students are not permitted to call home/parent. The nurse on duty will contact the parent.
- -If it is determined that the student needs to go home, the certified nurse on duty or the principal’s designees will contact the parent/guardian using the information provided on the emergency card on file in the school office.
- No student may be released from school without direct contact with a person authorized on the student’s emergency card
- **Students must sign out at the attendance office before leaving the building**

TARDIES

Tardiness to School - Any student arriving between 7:40 and 7:55 will sign in with the attendance officer handling tardies and is marked tardy by the teacher.

- Any student entering school after 7:55 AM must report directly to the attendance office designee for a class admittance slip. The student will be considered absent from 1st period. Any student who arrives after 1st period needs to sign in at the Attendance Office.
 - o If a written note from a parent is presented with a valid absence reason (see types of absences), the tardy will be considered excused and the student will be allowed to make up any missed work. However, the student will still be considered tardy.

[Oversleeping and transportation issues are not “excused” reasons.]

- Any student arriving to school during first period is considered tardy to school.
- **The attendance office records a tardy, regardless of the reason, as a tardy. All tardies, excused or unexcused, count toward disciplinary action, excluding official absences.**
- All students on a delayed schedule– A late arrival to 2nd or 3rd period class up to 15 minutes will result in a tardy. After 15 minutes to the end of 3rd period will be considered .5 day absent. Students arriving from the beginning of 4th period on will result in a full day absence. Students on these schedules must understand a delayed/special schedule is a privilege and must adhere to guidelines established by administration.

Excessive Tardies to School - Students having excessive tardies, excused and unexcused, will be disciplined as follows:

- 4 tardies per grading period = Wednesday school
- 8 tardies per grading period = Saturday school
- 12 tardies per grading period = 2 Saturday schools
- 16 & subsequent tardies per grading period = Out of school suspension days

Excessive Tardies to Class - (Per. 0, 2-8) Students having excessive tardies to class will be disciplined in the following manner:

- 3 tardies = 1 teacher detention with parental phone call
- 5 tardies = 1/2 Saturday/Wednesday school

Chronic tardiness will result in stronger discipline or loss of privilege. A student arriving more than 15 minutes late to class may be counted absent for that class.

Compulsory Education

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the school term, or within one week of the date on which the child begins to reside in the district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The following constitutes reasons for absence from school:

1. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

4. Death of a relative. The absence arising from this situation is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Work at home due to absence of parents or guardians. Any absence arising because of this situation shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
8. Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned or sponsored activity shall be an excused absence.

III. STUDENT CONDUCT

STUDENT CONDUCT: ZERO TOLERANCE

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent or designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

A student may be expelled for up to one year if he/she commits or threatens an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

STUDENT RIGHTS AND RESPONSIBILITIES

The student Code of Conduct is made available to students and parents and is posted in a central location within each building.

The Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all persons under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by the students. The Board understands that:

1. Students have the right to quality education and a responsibility to put forth their best efforts during the educational process.

2. Students have the right to expect school personnel to be qualified in providing a good education.
3. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

The Board delegates to the superintendent and his administration, assisted as necessary by additional personnel, the responsibility for developing and publishing the specific regulations which will apply to students' rights and responsibilities in school. The Board may, at the recommendation of the superintendent, adopt as its own policy certain rules for student behavior and/or discipline. All regulations concerning student conduct, whether adopted by the Board or issued by the administration, shall be made known to students, who shall be held accountable for compliance with them.

CONDUCT CODE

The following types of misconduct shall most ordinarily result in suspension, removal, expulsion or denial of privileges:

1. The possession, use, arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, or intoxicant of any kind or "look alike" drug.
2. Theft or damage or destruction of personal or school property or possession of stolen personal or school property including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives (or look alike weapons).
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individuals.
10. Ethnic Intimidation as defined in this handbook.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conducting of the class, failure to obey a reasonable request or failure to identify oneself to school personnel when requested.
13. Inciting to riot or to disrupt the operation of the school.
14. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
15. Use of profane, vulgar, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school.

23. Truancy and other unexcused absences from class or school.
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire or violation of rules as set forth in student handbook.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/computers.
29. Laser pointers are banned from school buildings, vehicles, and on school property except for educational purposes.

ACADEMIC INTEGRITY/CHEATING

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism/internet plagiarism. Students who violate this policy will receive zero credit for assignments or work involved and may be subject to further consequences by an administrator.

APPROPRIATE USE OF FORCE OR RESTRAINT

The use of corporal punishment as a means of discipline is prohibited in the Hilliard City School District. This policy shall not prohibit the use of force or restraint in accordance with the Ohio Revised Code, division (G) of section 3319.41:

“Persons employed or engaged as teacher, principals, or administrators in a school, whether public or private, and non-certificated school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of the weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.”

DANGEROUS WEAPONS IN THE SCHOOLS

NOTICE: Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, chemical devices and other dangerous weapons (including “look alike” weapons).

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument having a sharp blade. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program which may be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or knife onto school property. The option of imposing community service in lieu of extending the expulsion into the following school year cannot be extended to a student who is expelled for doing so.

Students who wish to enroll in the Hilliard City Schools under Ohio Revised Code 3313.64 or 3313.65 but who have been expelled from another school district under Ohio Revised Code 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent of the Hilliard City Schools.

Admission to the Hilliard City Schools may be temporarily denied by the Superintendent until the expiration of the expulsion period.

DETENTION

A student may be detained before or after school as a disciplinary measure provided the student is given notice a day prior to the date the detention is to be served. The school assumes no responsibility for transportation of a detained student. Detentions may be issued by teachers and/or administrators and will be supervised by the staff person assigning the detention.

DISCIPLINE

The discipline procedures of the district shall be based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he/she is attending school primarily to learn and profit through the course of study; and that constituted authority and school regulations are necessary for the proper conduct of the schools.

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students, or any combination of the above, is subject to severe disciplinary action, including exclusion from school.

Each building principal shall establish reasonable rules and regulations governing the discipline of students in his/her assigned area.

1. Regardless of assignment, each professional staff member shall share the responsibility for maintaining student discipline.
2. Discipline shall be firm and consistent.
3. Provision shall be made to prevent any student from committing an unlimited number of offenses.
4. The principal concerned shall have the responsibility of determining the degree of offense.
5. A complete discipline record, listing all major offenses, shall be maintained for each student.

Each discipline situation should be considered on an individual basis, taking all available facts into account. There should be consistency in the administration of penalty and punishment for similar acts of misconduct. In determining appropriate disciplinary action, the following consideration shall be applied:

1. Gravity of the offense as it potentially affects the educational community and the degree to which such conduct tends to interfere with achieving the objectives of the education process.
2. Whether the offense is a first or infrequent infraction, or one in a virtual continuum of offenses.
3. Whether alternate action, other than that otherwise considered usual and customary, would be in the best interest of the particular offending student and/or the school community generally

DISRUPTION

Be aware that the principal shall be authorized to suspend from school any student who causes or participates in any disturbance or any disruption of any school class, program, or activity. The building principal concerned and other school personnel shall make every effort to protect the personal safety of students and adults and the safety of the property of the district during periods of student unrest when the orderly operation of the school is disrupted. The building principal concerned shall make every effort to return the school to an orderly operation as soon as possible after a disruption occurs.

DRESS CODE

The Hilliard City Schools Board of Education in accordance with ORC 3313.665 believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and their schools. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. The following dress code rules are provided to students to assist them in selecting clothing and grooming practices which shall serve as an indication of their pride in themselves and in their school and should be considered in effect during the regular school day as well as at any academic awards or presentation activities. Violators are not allowed in class until clothes are appropriate.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not be limited to inappropriate or bizarre dress that presents a health or safety issue; distracting hairstyle or color; distracting body piercing; gang related dress (including bandanas) or gang related jewelry, including chains; or any other inappropriate accessories.
3. In addition, the following dress items shall not be permitted:
 - a. Extremely short shorts (boys and girls) & mini-skirts
 - b. Tube tops, spaghetti straps and off the shoulder shirts
 - c. Halters
 - d. Bare midriffs (boys and girls)
 - e. Bare feet
 - f. Clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering**
 - g. Clothing that advertises or bears the logo of alcohol, drug or tobacco products
 - h. Indiscreet patches on clothing (boys and girls)
 - i. Hats, scarves or any head covering (except for religious or health reasons) to be placed in lockers during the school day
 - j. Muscle shirts
 - k. Sagging pants and shorts
 - l. Inappropriate or unsafe footwear
 - m. Outerwear coats worn while inside the building

It is expected that parents will assist their students in compliance with this dress code policy. Violation of this policy may result in suspension or expulsion. **Administration will be the final judge of the appropriateness of attire that is in question.**

STUDENT DRUG, TOBACCO & ALCOHOL

Definitions

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Defined as equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes “under the influence” is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the “normal” school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student’s membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

STUDENT DRUG, TOBACCO & ALCOHOL

Policy Statement

It is the Board of Education’s primary concern that educational, co-curricular and extracurricular programs for all students proceed in an orderly and non-disruptive manner. Sale, use, or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks/CD. Compliance with these standards of conduct is mandatory for students.

Hilliard students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

This policy is subject to enforcement and/or disciplinary action:

1. On property owned, leased by, or under control of the Board, including vehicles for transporting students.
2. On any public or private property during scheduled school hours including recess, lunch and class changes.
3. At any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

Where an offense has been detected, violations of school policy will not be excused because the student has requested counseling.

According to state law, the Superintendent has the option of notifying the registrar of motor vehicles or Franklin County juvenile judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

STUDENT DRUG, TOBACCO & ALCOHOL REGULATION

Offenses and Disciplinary Action

A) Selling or distributing any quantity of drugs and/or alcohol.

1) First offense:

- a) Parent(s) will be notified immediately.
- b) The police shall be notified.
- c) Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
- d) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- e) The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
- f) Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
- g) A reinstatement conference will occur and drug education may be required for re-entrance.

2) Second and subsequent offenses:

- a) Parent(s) will be notified immediately.
- b) The police shall be notified.
- c) Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
- d) The student forfeits his/her privilege to any leadership position for the remainder of his/her school career.
- e) The student will be suspended out of school for ten (10) days and will be recommended for expulsion.
- f) Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
- g) A reinstatement conference will occur and drug education may be required for re-entrance.

B) Possession and/or use of drugs and/or alcohol.

1) First offense:

- a) Parent(s) will be notified immediately.
- b) The police will be notified.
- c) The student shall be suspended out of school for ten (10) days.
- d) Following a consultation with parent(s) and student, the administrator may offer the following options:
 - i. The student will be suspended out of school for eight (8) days if the student receives an assessment in a certified drug/alcohol counseling program within ten calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation. The student must agree to carry out the recommendations.
 - ii. The student will be suspended out of school for five (5) days if they complete all of the assessment requirements above and the student and parents agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours by the student and at least one parent, of alcohol, drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials.

Failure to complete the suspension reduction program in a reasonable amount of time will result in the student serving the remainder of the 10-day out of school suspension.

- e) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- f) Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

2) Second offense:

- a) Parent(s) will be notified immediately.
- b) The police will be notified.
- c) The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
- d) Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
- e) Parking privileges will be removed for one calendar year (365 days), where applicable.
- f) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3) Third offense:

- a) Parent(s) will be notified immediately.
- b) The police will be notified.
- c) The student will be suspended out of school for ten (10) days and recommended for expulsion.
- d) Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
- e) Parking privileges will be removed for one calendar year (365 days), where applicable.

C) Possession of drug paraphernalia.

When the student is found in possession of drug paraphernalia:

1. First offense:

- a) Parent(s) will be notified immediately.
- b) The item(s) will be confiscated.
- c) The student will be assigned a five (5) day out of school suspension.
- d) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

2. Second offense:

- a) Parent(s) will be notified immediately.
- b) The item(s) will be confiscated.
- c) The student will be assigned a seven (7) day out of school suspension.
- d) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third and subsequent offenses:

- a) Parent(s) will be notified immediately.
- b) The item(s) will be confiscated.
- c) The student will be assigned a ten (10) day out of school suspension.

- d) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

D) Possession and/or use of tobacco, matches, lighters, or other paraphernalia. No student shall possess or use tobacco. Failure to comply will result in disciplinary action:

Possession/Use of Tobacco

1. First offense:

- a) Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension may be reduced to two (2) days.
- b) The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

2. Second offense:

- a) Five (5) days out of school suspension.
- b) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense

- a) Ten (10) days out of school suspension.
- b) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Possession of Matches, Lighter, Paraphernalia

1. First offense:

- a) Two (2) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension may be reduced to one (1) day.
- b) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

2. Second offense:

- a) Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension may be reduced to two (2) days.
- b) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense:

- a) Five (5) days out of school suspension.
- b) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

4. Fourth offense:

- a) Ten (10) days out of school suspension.

- b) The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Follow-up Services

Upon return from residential or outpatient treatment, the following support services may be provided:

1. Student, parent(s), counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s).
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor for a minimum of eight weeks.

Due Process Procedures

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for twenty-four hours or more is contemplated.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol, or drug problem under these regulations shall be the responsibility of the student.

ELECTRONIC DEVICES AND CELLULAR PHONES

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and schools cannot be held responsible for their loss or the theft of any phone or electronic device. Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited. Posting such pictures on the internet or any public forum violates federal law and may be met with school discipline.

HAZING POLICY

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If

hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.

All hazing incidents shall be reported immediately to the superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

LASER POINTER BAN

Laser pointers are banned from school buildings, school vehicles and on school property with the exception of usage by an adult or someone supervised by an adult for educational purposes.

MISUSE OF SCHOOL RESOURCES/FACILITIES

All resources and facilities of Hilliard Davidson High School shall be used solely for legitimate and authorized academic, instructional, research or administrative purposes. Any unauthorized or illegitimate use of the resources and/or facilities (e.g. graffiti or destructive acts) shall constitute a violation of school policy and will subject the violation to disciplinary and/or legal action.

MISUSE/USE OF TECHNOLOGY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity; and
6. accessing and/or viewing inappropriate material.
7. by passing or attempting to bypass state mandated internet filters

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who

do not respect the rights of others or we do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

Students engaging in any of the behaviors described above are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources
2. Verbal or written reprimand
3. Detention
4. Suspension
5. Criminal charges
6. Expulsion

NON-DISCRIMINATION, INTIMIDATION & HARASSMENT

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, items of apparel, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

This policy of the Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

Disciplinary Actions

Violations of this policy will be cumulative over the course of the school year and punishment shall, most ordinarily, be administered as follows:

1. First Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a (3-5) day out of school suspension.

2. Second Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a (5-10) day suspension.

3. Third Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a ten (10) day out-of-school suspension and may be recommended for expulsion.

Unless otherwise noted in the individual section, the above code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

HARASSMENT

Students are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

The following may be considered examples of sexual harassment. Any of the following conduct could be, but not limited to these behaviors which represent a violation of the student code of conduct:

- a. Unwanted hugs, touches, grabbing or brushing against another student.
- b. Unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality.

Students who feel they are being harassed either sexually or otherwise are responsible for bringing this to the attention of a staff member or administrator. If the harassment continues, stronger disciplinary measures may be taken. Administrators will conduct investigations when a complaint is made.

2008-09 HILLIARD PARKING REGULATIONS AND PROCEDURES

The Hilliard Board of Education has adopted procedures (JHFD), regarding student driving and parking at Hilliard Davidson High School. The following are procedures regarding driving and parking.

In the event that the number of requests for parking spaces exceeds the number of spaces available, a lottery system may be implemented to provide an equitable distribution of parking spaces to eligible drivers.

YOU MAY NOT PURCHASE A PARKING PERMIT IF YOU HAVE ANY OUTSTANDING FEES.

1. The student or parent must register the car with the school principal and parents must assume full responsibility for their son/daughter on the way to and from school. Students must have a valid Ohio Driver's License in order to drive to school.
2. **School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safe or effective operation of school.**
3. Students must park their cars in a parking space on school property in the area designated for student parking. At Hilliard Davidson, this area is on the west side of the building. Seniors may park in the lot closest to the building. The faculty lot, band practice lot and visitor lot are off limits to students.
4. Students driving to school are required to purchase a student-parking permit. Permits may be purchased in the main office. The permits must be displayed on the vehicle as designated by the high school administration. Permit fees are as follows:
 - a. **Full year:** permits may only be purchased for the full year at a cost of \$36.00. If a student starts driving later in the year, the cost will be pro-rated on a quarterly basis. A pro-rated refund will be given if a student withdraws from school or stops driving.
 - b. **Daily:** students may purchase a daily general parking pass for \$1.00 when they enter the lot, or in the main office for a maximum of 3 days per school year. After 3 days, students must purchase a permanent pass.
 - c. **Replacement:** replacement cost for a lost sticker will be pro-rated based upon when the sticker was purchased. Senior stickers will be issued only once, and will be replaced with general parking stickers.
5. Students driving to school who have purchased permits are to have auto/motorcycle insurance and meet all other legal requirements. Hilliard Davidson High School or the Hilliard Board of Education is not responsible for the auto or its contents.
6. Cars found parked in non-designated areas without a proper parking permit or the permission of the building principal will be subject to the following:
 - a. Disciplinary action such as Saturday/Wednesday School or suspension
 - b. Suspension or revocation of parking privileges
 - c. Towing at owner's expense

7. No student is permitted to use his/her vehicle during the school day, with the exception of work-study and approved early dismissal students without the permission of the building principal.
8. Any vehicle driven to and from school by a student must be operated in a safe, sane and legal manner. Students who jeopardize life and/or property through careless or illegal operation will lose their driving privileges. Students who continue to drive after privileges have been revoked may be immediately suspended from school.
9. Students may not exceed the posted 10 M.P.H. speed limit.
10. Parking privileges, Renaissance discounts and stickers are non-transferable. Renaissance discounts are only valid during the semester that the Renaissance card is in force.
11. All school rules also apply in the parking lot, as well as inside vehicles on school property.
12. All students must produce school identification or a driver's license when asked to do so by school officials or the School Resource Officer.
13. Loss of Driving Privileges
 - Excessive absenteeism Withdrawal from school
 - Substance abuse offenses
 - Reckless driving
14. Hilliard Clerk of Courts has informed Hilliard City Schools that there will be \$100.00 fine for parking in a handicapped zone.

When dealing with student absenteeism, withdrawal, or drug/alcohol abuse, the administration may employ a variety of student management techniques. These include the suspension of the temporary permit or operator's license or denial of the opportunity to obtain such a permit or license of a student until the student becomes eighteen (18), returns to school, receives a General Education Development Certificate (GED), or the privileges are otherwise reinstated.

PROCEDURE FOR CHANNELING COMPLAINTS/APPEALS

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind the following procedure for resolving complaints is established.

1. Request an appointment with the teacher(s) or counselor to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion the teacher or counselor will provide an oral response. A written response may be requested and if so will be provided within three school days unless otherwise mutually agreed upon.
2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again the parent may expect a prompt appointment to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.

3. Matters that remain unresolved at the building level may be referred to the Superintendent's office where the concern will be referred to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties.
4. If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the Superintendent who will meet with the parent to discuss the complaint. The Superintendent will also review the responses made earlier. The superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.
5. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the Board of Education. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested, to deny relief, or to refer the matter elsewhere within the school district for further study and recommendation. The Board's decision will be shared with all parties involved. Discussion of the concern may take place in executive session.

PUBLICATIONS

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by Hilliard Davidson's building principal in compliance with Board policy.

RELATIONSHIP OF THESE POLICIES AND REGULATIONS TO THE DISTRICT'S CODE OF STUDENT CONDUCT

These policies and regulations supplement the District's Code of Student Conduct and are administered independently of that Code. A violation of these regulations may also independently violate the Code of Student Conduct and result in suspension or expulsion from school or removal from curricular or extra-curricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

SATURDAY SCHOOL AND WEDNESDAY SCHOOL

Saturday School - 8:00 - 11:15 AM

AM & PM Detentions – Tuesdays & Wednesdays AM 6:50-7:35 PM 3:00-4:00

Rules:

1. Students **MUST** provide their own transportation to and from Saturday/Wednesday School.
2. Students **ARE NOT** permitted to come **LATE** or **LEAVE EARLY**.
3. Tardy students admitted after 8:10 AM OR 3:05PM will remain in the Saturday/AM & PM Detention **AND** be assigned additional time.
4. Students **ARE NOT** permitted to go to their lockers.
5. Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time.
6. **NO TALKING** is permitted except to the staff supervisor.
7. **MOVING FROM AN ASSIGNED SEAT** is **NOT** permitted from without the permission of the staff supervisor.

8. Students ARE NOT allowed putting their heads down or sleeping.
9. No headphones, cell phone use allowed in Detentions or Saturday School.

Violation of a Saturday/ AM/PM Detention Rule will result in additional Saturday School/Detention/Loss of Privilege or out-of-school suspension.

An **Unexcused Absence** from Saturday School or AM/PM Detention will result in an out-of-school suspension.

SCHOOL BUS CONDUCT

Once a student boards a school bus, he/she comes under the authority of school officials. The driver of a school bus carries a heavy burden of responsibility for the lives of boys and girls—his/her passengers. He/she must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by students:

1. Railroad Crossing—be quiet. Do not talk when the bus is approaching a railroad crossing or highway intersection.
2. Seats—Drivers will assign seats and have a seating chart with them. Students must remain seated in assigned seats.
3. Windows—Keep hands, heads, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened with approval of the driver only.
4. Eating—Eating on the bus is not permitted. Exceptions may be made only with the approval of the superintendent or his/her designee.
5. Quiet—Talk quietly; no yelling inside the bus or out the window.
6. Bus Stops—Wait until the bus stops and the driver gives the signal for crossing before leaving the residence side to board the bus.
7. Crossing—Cross in front of the bus ONLY, approximately ten feet in front of the bus.
8. Time—Students shall be at designated pick-ups on time in the morning and in the evenings when school is dismissed. Students wait for buses—buses do not wait for students.
9. Carry on Items—generally, items too large to fit under a passenger seat shall not be permitted on a school bus if, in the judgment of the driver, such objects would interfere.
10. Littering—littering a school bus shall not be permitted.
11. Unauthorized Passengers—unauthorized passengers shall not be transported on a school bus. “Unauthorized” refers to non-school children and adults not approved by the principal or superintendent.
12. Unauthorized Entering or Leaving—Students shall not be permitted to enter or leave the bus at other than their regular stop, unless written permission is given by the parents and approved by the building principal. Students must remain on the bus from the time of boarding until the approved place of departure.
13. Students are to be at designated bus stops prior to arrival time of bus.
14. Students are not to play their radios on the bus.

Electronic Devices and Cellular Phones

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and the School Transportation Department cannot be held responsible for the loss, theft or damage of any phone or electronic device. Any phone or electronic device will be subject to confiscation if it creates a disruption to the bus. A student using

an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited.

The following rules are considered absolutely vital to the safe operation of the school bus. Violations of these rules shall be considered a major breach of conduct and shall most ordinarily result in denial of the transportation privilege and suspension or expulsion from school.

1. Fighting: Fighting shall not be permitted.
2. Throwing Objects: Do not throw objects inside the bus or out the bus windows.
3. Profanity and Smoking: The use of profanity or smoking while on the bus is not permitted.
4. Firearms: Firearms are absolutely prohibited on a school bus.
5. Tampering with the Emergency Door: This shall not be permitted.
6. Other misconduct and behavior, as listed in policy JGD/JGE, Student Suspension/Expulsion.

Whole busloads of students shall not be taken back to a school because of misconduct, the driver shall report misconduct to the principal at the earliest opportunity, using Form SBIR. The principal shall then proceed in accordance with the usual discipline procedures.

SEARCHES AND INTERROGATIONS

Interrogation of Students by Law Enforcement Officers

Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.

Search and Seizure

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The School Resource Officer may serve as a witness for searches.

Lockers are the property of the board of education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

SUSPENSIONS (BOARD OF EDUCATION POLICY)

Unless specified elsewhere in policy or regulations, a principal, or his/her designee may decide whether a suspension shall be in school, out-of-school, or be a combination of both. Such a decision shall be based on such factors as gravity of the offense, previous record, and best interests of the total school community.

- A. **In-School Suspension (TOR/ISS)** - When a student is assigned an in-school suspension, he/she will be assigned to a specific location within a school to which that student must report for the regular school day hours. Additional restrictions pertaining to rest room use and lunch facilities may occur during such a suspension. Provision shall be made for students to stay current for all class work missed. The student will receive credit for in-school suspension if assignments are completed satisfactorily. Students are not permitted to participate in any school activities during the period of suspension.

RULES FOR TOR/ISS (In-School Suspension)

1. Students will report to the designated area by 7:40 AM. A student who arrives late will not be admitted. The student may be sent home.
2. Students should bring all the books and study materials needed to the TOR/ISS. Students will not be allowed to go to the lockers.
3. Students must bring a bag lunch to TOR/ISS. Milk and/or a sack lunch may be ordered from the cafeteria, if needed. No food may be ordered or brought in.
4. All students, regardless of school program, i.e., OWE, OWA, zero-period, must remain in TOR/ISS the entire day.
5. Students will have two escorted restroom breaks.
6. Students may not talk, or sleep, or put their heads down on the desks.
7. Students must complete all of their work for the day or they will not be released.
8. Students may not have games, playing cards, electronic games, radios, or tape/CD players.
9. A student who needs to take a prescription medication during the TOR/ISS assignment must notify the TOR/ISS supervisor. The student must turn in the medication to the TOR/ISS supervisor, along with a signed note from the parent about how to use the medicine.
10. Students must stay in TOR/ISS all day, and may not participate in other school activities before, during, or after the school day.
11. In addition to these rules, all school rules and policies apply to students in TOR/ISS. The supervisor may establish additional rules to maintain an environment conducive to study.

Violation of a TOR/ISS rule will result in additional TOR/ISS time or an out-of-school suspension. An Unexcused Absence from TOR/ISS will result in an out-of-school suspension.

- B. **Out-of-School Suspension** - A student assigned an out-of-school suspension may not be on school grounds during the period of suspension. This precludes his/her participation in any school activities during the period of suspension. Provisions will be made to allow students to make up work to keep current; however, credit will not be given. Exceptions will be made at the discretion of the principal involved.

- C. **Student Suspension/Expulsion Appeals Board Policy JGD/JGE** - A student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on any appeal. In-School Suspensions may not be appealed per Board of Education policy JGD.

Any request for an appeal of a suspension or expulsion must be made within twenty-four hours after receipt of the suspension/expulsion notice to the superintendent of schools.

Any appeal hearing must be scheduled within one week of the date of the suspension/expulsion, unless the superintendent grants an extension of time at the request of the student and/or his parent or guardian.

IV. ACADEMIC/GRADUATION INFORMATION

ATHLETIC ELIGIBILITY

If you are an athlete, you must be signed up for at least 5 (five) 1/2 credit classes each semester and carry the minimum GPA requirements as established by the district. PE and Fitness for Life **do not count** as 1 of the 5. It is recommended students take at least 6 classes each semester. To be eligible, you also must pass at least 5 (five) 1/2 credit classes, with no more than 1 F, with the required GPA. **This includes the nine weeks before the sport begins.**

If you are unsure about your eligibility, please talk to your coach, the athletic department or your school counselor.

ALL STUDENTS MUST CARRY FIVE COURSES EACH SEMESTER. TO MAINTAIN ELIGIBILITY, AN ATHLETE MUST TAKE SIX CLASSES IF ONE IS PHYSICAL EDUCATION.

AUDITING A COURSE

Students may audit a course, with principal approval, to improve their skills. The student must attend all classes, participate in all classroom activities, take all tests and quizzes, complete all homework assignments, and follow all teacher guidelines regarding classroom rules and behavior. The student will receive a grade on their report card each grading period, however it will be reflected on the transcript as an audit without credit or a grade, and a grade will not be averaged into the cumulative grade point average. Students must make arrangements for auditing a class during the first ten (10) school days. After that time, teacher recommendation and prior approval are required.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are college level courses with the primary curricular focus of preparing the student to master the Advanced Placement curriculum in that content area. The difficulty of the work, the time and attention demanded, and the cost exceeds that of any high school course. In recognition of those expectations of student commitment, one additional quality point is awarded for each grade, i.e. A = 5.00. **Students should obtain a complete understanding of the expectations and requirements of any AP course scheduled.**

Not all colleges consider AP test results in placement decisions. Consequently, this should not be the only factor in a student's decision to schedule an AP course. The challenging level of student learning in an AP course, including preparing for and taking an AP test, remains one of the best experiences to prepare for college level learning.

Present AP courses are offered in:

Biology	Calculus	Chemistry	Computer
English	European History	French	German
Physics	Spanish	U.S. History	U.S. Govt

A student must take both semesters of a full year Advanced Placement course to be evaluated using the AP scale.

COURSE PLANNING

Beginning with the Class of 2007 students will be involved in choosing a learning path to help navigate through your high school years. A Learning Path will guide your curricular choices and interest exploration. Nearly every career falls within at least one of the following thirteen Learning Paths:

Architecture & Construction
Arts & Culture
Business & Finance
Computers & Telecom
Education & Social Services
Fashion & Design
Transportation & Natural Resources
Law & Government
Medical & Health
Science & Engineering
Service Industry
Skilled Trades
Sports & Recreation

During your sophomore year, you will decide which Learning Path best matches your interests based on the results of your career cruising survey taken during the Freshman Focus class.

Guidance counselors will meet individually with sophomores to discuss their learning path choice.

EARLY GRADUATION

To be considered for early graduation, the application form must be turned in to the respective Guidance Counselor **a minimum of nine months prior to the completion of all coursework.**

- A. Procedure for applying for **permission** to graduate early:
- 1) Student receives application from guidance counselor.
 - 2) Completed application must be signed by parent, listing reasons for request. Completed application is returned to counselor.
 - 3) Counselor will verify that student has a 2.75 accumulative average.
 - 4) Counselor will send application to principal and schedule a parent meeting.
 - 5) If approved, principal will send approved application to the Superintendent for final approval.
- B. Maximum course load for students in grades 9-12 is seven (7) credits, including correspondence school.

Juniors graduating early will not be ranked with the senior class until after graduation and will not be eligible for senior privileges (i.e. senior parking, senior exam exemptions). Students may choose to walk with the graduating class. Juniors who are graduating early can participate in select senior events.

ESEA NOTIFICATION

As a parent of a student in the Hilliard City School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio

Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. You also can request such information as the teacher's college major; whether the teacher has any advanced degrees, and if so, the subject (s) of the degrees. You may also ask if any teachers' aides or similar paraprofessionals who provide services to your child have the proper qualifications. The Director of Human Resources is your contact for information.

EVALUATING STUDENT PROGRESS

Evaluation of student progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the student's progress in each course. Records follow the student if he/she transfers to another school and are frequently used by colleges and employers for reference. The grading marks are important and permanent. It is essential that the student understand how each teacher will determine the grade. The marks must be arrived at in a fair manner which is applicable to all students. Each classroom situation provides the basis for day-to-day sampling of student behavior.

The following types of information in various combinations are frequently used by teachers to affect the grade assigned each grading period: Assignment results, attendance and punctuality, reports, demonstrations, frequency and quality of recitation, and attitude and classroom behavior. All work is converted to percentages. To determine the nine weeks grade, consider the various types of information obtained each day and weigh them according to the following scale:

A+	98-100	C+	78-79.9
A	93-97.9	C	73-77.9
A-	90-92.9	C-	70-72.9
B+	88-89.9	D+	68-69.9
B	83-87.9	D	63-67.9
B-	80-82.9	D-	60-62.9
F	50-59.9		

GIFTED NOTIFICATION

The Hilliard City School District accepts referrals for potentially gifted students from parents, teachers, qualified professionals, and members of the community, as well as from students who self-refer. In addition, existing data from a wide variety of sources are examined in an effort to locate students who can be identified without further assessment, as well as those for whom additional data are needed. The data review and referral processes are created to insure the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from the Gifted Services department, your building principal or designee and the Hilliard City Schools website (select gifted services department).

GRADE PLACEMENT

- To Grade 9:**.....satisfactory completion of grade 8
- To Grade 10:**.....completion of 4 credits
- To Grade 11:**.....completion of 9 credits
- To Grade 12:**.....completion of 15 credits

These guidelines should be viewed as minimum. Usually a student will have earned more credits than are needed for promotion.

GRADUATION REQUIREMENTS

DIPLOMA

a. To graduate from Hilliard Davidson High School, a student must meet the standards adopted by the State of Ohio, the North-Central Association of College and Secondary Schools, and the Hilliard City Board of Education. The ultimate responsibility for tracking and completing necessary credits for graduation lies with students and parents.

a. A minimum of twenty-one (21) credits shall be required for graduation.

b. Within the required number of credits, the successful completion of the following specific credits is required:

Class of 2007-2010:

English	4 Credits	(1 cr. reading; 1 writing)
World Studies	1 Credit	
U.S. History	1 Credit	
U.S. Govt.	1/2 Credit	
Civics or Econ	1/2 Credit	
Science *	3 Credits	
Math	3 Credits	
Health	1/2 Credit	
P.E.	1/2 Credit	
Integ. Computer Applications	1/2 Credit	
Required Elective **	1 Credit	
Electives	5 1/2credits	
Total Credits - 21		
10th Grade O.G.T.		
Freshman Focus --- No Credit		

* One unit Biology and one unit Physical Science

** One unit or two half units from: Fine Arts, Foreign Language, or Business Technology (any course in the business, computer science, or industrial technology departments)

+ New requirement beginning with the class of 2007

---All incoming freshmen will automatically be assigned to Freshman Focus

c. Beginning with the graduating class of 2007, students will need to pass all five parts of the Ohio Graduation Test (O.G.T.).

d. Students who attend the Tolles Technical Center for the eleventh and twelfth grade years are to successfully complete a total of 21 credits:

Tolles Class of 2007 & 2008:

English	4 Credits	Health	1/2 Credit
Social Studies	2 Credits	P.E.	1/2 Credit
U.S. History	1/2 Credit	Integ. Comp. Appl.	1/2 Credit
U.S. Govt.	1/2 Credit	Elective **	1 Credit
Science *	3 Credits	Electives	5 1/2 Credits
Math	3 Credits		

* One unit Biology and one unit Physical Science

** One unit or two half units from: Fine Arts, Foreign Language, or Business Technology
(Any course in the business, computer science, or industrial technology departments)

Tolles Labs count toward this elective.

- e. Students who attend the Tolles Technical Center and return to Hilliard Davidson High School shall complete the prescribed requirements for graduation as indicated in a, b, and c.
2. Any student who fails to meet the district's graduation requirements shall not participate in commencement exercises.
 3. Graduation Notes:
 - a. **The ultimate responsibility for tracking & completing necessary credits for graduation lies with students and parents.**
 - b. No more than one-half credit in physical education will be allowed toward the 21 credits necessary for graduation.
 - c. Minimum enrollments must be met in order for a subject to be actually scheduled.
 - d. Students are not to enroll in more than three English courses during the same semester.
 - e. Partial credit will not be granted for a full year course.

INCOMPLETE GRADE POLICY

A student with an excused absence who has not made up work during a nine-week grading period is to receive an Incomplete on his/her grade card. Failure to make up work in the specified time (see excused absence policy) could result in a zero being given for all missed work and the nine weeks grade changed from an Incomplete to the appropriate letter grade, or the grade could remain as an Incomplete. A student must comply with the course requirements to receive credit. Failure to do so will result in an incomplete grade for the course and no credit being given regardless of the point average. **It is imperative that the teacher communicates this information to students at the beginning of the course.** Teachers are to inform the principal of their requirements early in the semester. A student who is truant or unexcused for his/her semester exam may receive an Incomplete for the course. Incomplete grades on the grade card are calculated as "F" in the G.P.A.

INTERIM REPORTS

Interim grade reports will be completed and distributed to all students. Refer to school calendar for Interim Week dates.

LIMITED ENGLISH PROFICIENT (LEP) AND FOREIGN EXCHANGE STUDENTS

A foreign exchange student or Limited English Proficient student receives the grade that they earn in a particular course if that grade is an A, B, or C. If the student would be assigned a D or F grade, the teacher could instead designate a P/F (pass/fail) option. Once the teacher and student agreed that the P/F option was no longer needed, the student would receive the letter grade they were earning. (C to A).

NATIONAL HONOR SOCIETY

Selection of new members is made once a year near the end of the second semester. All juniors and seniors who have a 3.5 accumulative grade average or higher are eligible for consideration. These academically eligible candidates are notified and asked to submit an application with information on their school and community activities, their leadership roles, and honors and recognition they have received. This requested information must be submitted by a specified deadline for the candidate to be given further consideration. Teachers evaluate these candidates on leadership, willingness to serve, and character traits they exhibit in class and extracurricular activities. A Faculty Council of five (5) teachers reviews information submitted by the candidates and teachers to determine which candidates meet the National Honor Society criteria of service, leadership, and character. The Faculty Council selects students who have consistently high evaluations from their teachers, who have demonstrated service to the school and to the community through a considerable commitment of time and active involvement in several extracurricular activities, who show leadership in class and out, and who are positive role models for their peers. The Chapter Advisor regularly reviews the records of chapter members to see that high standards are maintained. The dismissal process follows the policy recommended by the national organization and that of Hilliard Davidson High School.

O.G.T. / PROFICIENCY TESTING

Ohio Graduation Test

The class of 2007 is the first class required to pass the new Ohio Graduation Test (OGT) to receive a diploma.

Educators and state policy-makers believe Ohio students will rise to higher expectations. They also believe that receiving a diploma signifies that students have mastered high school level work. The new tests measure content learned through the end of the 10th grade and are aligned to the new academic content standards. The Ohio Graduation Tests will replace the Ninth-Grade Proficiency Tests beginning with the graduating class of 2007. The OGT will be administered in grade 10.

In March, tenth graders will take the OGT for graduation in all five test areas (reading, writing, mathematics, science, and social studies). Like the Ninth Grade Proficiency Tests, there will be multiple opportunities for students to pass all five assessments that make up the OGT. The tests will include multiple choice and constructed response questions (short answer and extended response). Alternate assessments will be available for students with significant disabilities.

POST-SECONDARY ENROLLMENT OPTION (PSEO)

The Post-secondary Enrollment Options Program has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded

opportunities for appropriately qualified high school students to experience coursework at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. High schools continue to be responsible for providing a comprehensive and challenging college preparatory curriculum, including advanced placement and other advanced level courses, for their students.

College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally should not substitute for important broader content college preparatory courses.

A student participating in this program elects one of two options. Under Option "A" the student may elect to receive only college credit, in which case the cost is borne entirely by the student and the student's parents. Under Option "B" the student may elect to receive both college and high school credit, in which case the student's attendance will be subsidized by direct payments to the college out of the school district's state foundation funds. "The student/parent" may be liable for "all costs incurred by the district when and if a student fails to complete a college course . . ." parents and students must meet/talk with a school counselor prior to participation. **The PSEO program "requires that students indicate to school officials their intent to participate by March 30. Failure to do so will make them ineligible to participate without the permission of the district superintendent.**

REPEATING A COURSE

Students may request to repeat courses. **(In order to repeat a course for a replacement grade, the student must have a completed "Repeat Course Form" in the counseling office prior to the 16th day of school.)** The course information and the grade earned the first time remain on the transcript as part of the student's academic record. However, the grade that is earned the second time is the grade, which is computed in the calculation of the grade point average. This means students will always receive the second grade earned. Credit is only awarded once for the course. A student may repeat, at most, two year-long courses or four semester courses in one school year.

- A course and its prerequisite may not be taken at the same time.
- A course may be repeated only once.
- Grades from out of district sources, correspondence courses, and summer school courses will not be accepted as replacement grades. (Exceptions - those courses taken in the summer sessions offered by Hilliard City Schools.)
- The dropping of a course that is being repeated will be handled according to the same rules as all other courses.

REPORT CARDS

Report cards are issued to students **within 10 school days after each nine-week grading period ends.** The following information appears on the card:

1. Letter grade, A-B-C-D-F, with plus and minus indicated
2. Days absent from each class
3. Days present—days absent, for the grading period
4. Teacher comments
5. Grade point average for the 9 weeks

RULES FOR SCHEDULE CHANGES

Last year extensive time was spent developing a Registration Handbook. Each student then received information about his/her schedule. Worksheets were sent home for parent approval and a final schedule was distributed with another opportunity to correct selections. This procedure provided a sound educational plan and, therefore, we discourage changes to the fall schedule.

REASONS THAT MAY JUSTIFY CHANGES IN YOUR SCHEDULE

1. Semester imbalances
2. Replacement of summer school course(s) successfully completed
3. Schedule adjustments for educational options such as Christopher Program, CBI 1, 2, 3, Post-Secondary Options, or other special educational opportunities.
4. Adjustments for handicapped students
5. Inappropriate course as dictated by prerequisite, final grade, or staff recommendation
6. Requests appearing on the original form but not on final schedule
7. Change of teacher only if student has had the teacher previously and failed the course
8. Level change (dropping AP, etc.) deadline date is by end of 1st 9 weeks. Weighted point value in AP is not transferable.

Timelines:

Adds:

Semester classes can be added until the 10th day of the semester.

Full year classes can be added until the 10th day of school.

Drops:

- If a student drops a year-long course by the end of the first nine weeks grading period, or a semester course no later than the 15th school day, any record of the course will be deleted.
- A (WP) withdraw passing would be noted should the student drop a semester class that they are passing 10 days after grade cards are issued at the end of the quarter.
- A year-long class drop would be noted as (WP) provided the student is passing (A through D-) 10 days after grade cards are issued at semester end.
- Year-long and semester courses dropped after the above stated deadlines will result in withdrawn failing (WF). No student may be enrolled in less than five classes per semester.

Appointments for schedule changes will need to be done by seeing their counselor in the guidance office.

Schedule changes often require a parent to be present, or a written note signed by a parent, allowing the specific schedule change to occur.

SEMESTER EXAMINATIONS

Semester exams are based on the work covered during each semester and are evaluated as 1/5 of the semester grade. Students are required to take exams. Teachers are to turn in a copy of their

exams to the office after examinations are given. Grading keys and scales will also be required after the examinations are given.

If an exam day is missed due to inclement weather during the exam schedule, the exams scheduled for that day will be given the first day students return. Subsequent exams will resume in order as scheduled after the initial exam day is completed.

SEMESTER AND YEARLY AVERAGES

Although teachers are free to choose their own method for determining nine weeks' grades, semester and yearly averages shall be determined by using the following method:

A. To determine the semester average use the following formula:

$40\% \times (\text{grade equivalent } \%) + 40\% \times (\text{grade equivalent } \%) + 20\% \times (\text{grade equivalent } \%) = \text{semester grade equivalent } \%$

B. To determine the semester average of a student exempting the semester exam use the following formula:

$50\% \times (\text{grade equivalent } \%) + 50\% \times (\text{grade equivalent } \%) = \text{semester grade equivalent } \%$

C. To determine the yearly average use the following formula:

Multiply each nine weeks grade equivalent % by 40% (.40) and each semester exam grade equivalent % by 20% (.20) and then divide by 2.0 if no exams were exempted or 1.8 if one exam was exempted or 1.6 if two exams were exempted.

D. All students in grades 9-12 will take 1st and 2nd semester examinations according to an established examination schedule. Semester exams will be computed using the numerical grade received. Incompletes for exams may be given until such time students make up the exams. Scheduling for the next year may be denied until requirements are fulfilled.

E. If the student has excessive absences (over 6), the grade will be 59.9% (highest possible F). The grade will be 50-59% if this is what the student earned. If the student earned below 50%, the grade entered will be 50%.

F. Policy on Semester Exams for Seniors for the Second Semester:

Seniors are excused from second semester exams if they meet the following criteria: Have at least a D average in each course at the end of the fourth grading period and have passed the two grading periods during the second semester and passed the first semester of a year course.

For Grade Equivalent % see Evaluating Student Progress above.

G. Passing Year Long Courses

A student will pass a subject for the year if he or she passes both semesters. The student passes each semester by passing two of the three evaluations (two nine-week periods and exam) each semester and earning a passing average for the semester.

A student who fails the first semester, but passes all three evaluations the second semester, and has a passing average for the year will pass for the year. A student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grades.

H. Passing Semester Courses

A student will pass a one-semester course if he or she has received a passing grade in two of the three evaluations and has earned a minimum passing average.

SENIOR/JUNIOR LATE ARRIVAL AND EARLY RELEASE

A variety of late arrival and early release options will be available to all seniors. Seniors will be required to carry five (5) courses, excluding independent studies. Limited one-period late arrival or early release options will be available for juniors. Juniors must take six (6) classes excluding independent studies, with no study halls to qualify for this privilege. Students must complete an application to receive a modified schedule. Applications will be due at the time of registration for modified schedules. Late arrival and early release are a privilege and the administration has the right to revoke this privilege at any time.

SUMMER SCHOOL

Limited courses are offered for new or replacement credit by Hilliard City School District. See guidance counselor for details.

TOLLES TECHNICAL CENTER

Tolles Technical Center (TTC) offers educational program options to Hilliard Davidson High School juniors and seniors who are: 1) interested in pursuing a technical career immediately after high school, 2) interested in continuing their education at a two- or four-year post-secondary institution, or 3) a combination of both. Tolles is considered an extension of the programs that are offered by the Hilliard City Schools. Students remain members of the Hilliard Davidson High School, must meet the graduation requirements, and graduate from their respective Hilliard Davidson High School. In addition to receiving a diploma, students who attend Tolles Technical Center may earn a Certificate of Completion and Career Passport from the technical center.

Tolles offers college prep classes such as physics, chemistry, advanced math and English, and foreign language. Post-Secondary Enrollment Options are available to all qualifying technical students. Many programs are operated in partnership with several central Ohio two- and four-year colleges. Thousands of dollars in scholarships are awarded to Tolles students each year.

The advantages of a technical education begin right after high school whether plans include going to college or directly into employment. Technical curriculum places students ahead of the competition and is designed with the cooperation of central Ohio's business and industry. Tolles' real-world experiences allow students to succeed immediately and increase their earning potential with the technical training employers and colleges are seeking.

TOLLES TECHNICAL CENTER ENTRANCE REQUIREMENTS

Admission requirements to attend Tolles Technical Center include a minimum of six (6) high school credits (including four core course requirements in English, math, science, and social studies). Suggested general requirements for 9th and 10th grade students planning to attend Tolles Technical Center for two years include:

- 2.0 credits of mathematics
- 2.0 credits of science
- 2.0 credits of social studies
- 2.0 credits of English
- 0.5 credit of physical education
- 0.5 credit of health
- 0.5 credit of Integrated Computer Applications
- 0.5 credit of elective(s)
- 10.0 credits total

TRANSCRIPTS

Requests for a transcript of high school grades are made through the counseling office. Official transcripts will be released only to colleges/universities/scholarship/agencies. The counseling office will mail official transcripts directly to the college/agency, etc. The administrative fee for each transcript is \$2.00. Please allow three working days for processing of transcript and the application packet. Release forms must be signed by a parent, if the student is under 18.

ZERO PERIOD

Zero period class is offered from 6:50 until 7:40 a.m. as an option for all students in grades 9-12. Students who elect to take zero period are allowed to leave school one period early or take an extra course. Students who take zero period must provide their own transportation to and from school, be on time, and maintain good attendance. Zero period courses are offered strictly by the number of students who sign up. If there are not enough students to have a class, it will not be offered. Students and parents must fill out an application for zero period that is available in the counseling office during the regular registration timelines.

V. HONORS AND AWARDS

ACADEMIC AWARDS – GRADE 9, 10, 11

Top Academic Award - #1 academic student in the class based on cumulative G.P.A.

Top Ten Academic Award - This award is given to the Top 10 Academic students in the class based on cumulative G.P.A.

4.0+ Award - Students who have a cumulative G.P.A. of 4.0 or greater

Honors Recognition Award– Given to students who have a cumulative G.P.A of 3.5 or above for the first, second and third nine weeks. This does not include semester exams.

Academic Award Letters - “VARSITY H” is earned by students in grades 9 - 11 with cumulative G.P.A. as follows: Grade 9 - 3.75 or above, Grade 10 - 3.75+, Grade 11 - 3.5+.

ACADEMIC AWARDS - SENIORS

The academic top 10 students, as well as Valedictorian and Salutatorian, are determined by calculating their accumulative grade point average through the 1st semester of their senior year. Final calculations do not occur until after graduation. Senior awards are equivalent to the awards noted above for 9 – 11 students.

AWARD OF MERIT

The requirements listed below have been adopted for the “Award of Merit.” This certificate will be awarded by the State Board of Education to all those who meet the criteria.

- A. College Prep Curriculum Requirements**—complete the following minimum requirements:
1. English - 4 credits (May include 1 credit of Fundamentals of Speech)
 2. Mathematics - 3 credits (Must include 1 credit of Algebra and 1 credit of Geometry)
 3. Science - 3 credits (Must include 2 credits from among Biology, Chemistry, and Physics)
 4. Social Studies - 3 credits (Must include 2 units of history and 1/2 unit of civics or government.)
 5. Foreign Language - 3 credits (Must include no less than 2 credits of any language for which credit is sought, i.e., 3 credits of one language or 2 credits each of two languages)
 6. Complete two credits from one or more of the following, or two additional credits from one or more of the areas listed in A.1 through A.5 above.
 - a) Business
 - b) Computer Science
 - c) Visual or Performing Arts

Courses, for which high school credit has been given in the eighth grade, or as part of the post-secondary option, apply to the criteria for the “Award of Merit.”

B. Vocational Curriculum Requirements:

1. Complete a vocational occupational preparation program
2. Complete the following curriculum requirements
 - a) English - 4 credits
 - b) Mathematics - 3 credits
 - c) Science - 2 credits
 - d) Social Studies - 3 credits

Applied academics credits earned via vocational education shall apply to the criteria for the “**Award of Merit.**”

Complete two credits from one or more of the following, or two additional credits

3. Complete two credits from one or more of the areas listed in B.2 above
 - a) Business
 - b) Computer Science
 - c) Foreign Language
 - d) Visual or Performing Arts

C. Performance Criteria (applies to both curricula):

1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following, whichever is most inclusive:
 - a. earning the equivalent of an overall grade point average of 3.25 on a four-point scale for grades nine through twelve;
 - b. earning the equivalent of an overall grade point average of 3.5 on a four-point scale for grades eleven and twelve;
 - c. ranking in the top 25 percent of the class.
3. Participate in co-curricular, extra-curricular, or community activities in accordance with procedures established by the district board of education.

Note: These activities could include, but not be limited to, membership in good standing of clubs, student government, sports and/or performance groups, community service activities, uncompensated health care work, church service activities, or other types of volunteer services activities.

4. Demonstrate outstanding citizenship/character traits by:
 - a. Maintaining an outstanding record of school citizenship and an acceptable discipline record.
 - b. Meeting the requirement of section C.3 above.

HONORS DIPLOMA

A student who passes the ninth grade proficiency test and or Ohio Graduation Test (OGT), meets the current graduation requirements of the Hilliard Board of Education, and who meets at least all but one of the criteria listed below for either the college preparatory or the vocational education curriculum shall receive the honors diploma.

A) College preparatory requirements - The student who completes the college preparatory curriculum in high school must meet any eight of the following nine criteria:

1. **Math** - three credits that include Algebra 1, Algebra 2 and Geometry or complete a 3-year sequence of courses that contain equivalent content.
2. **Science** - at least three credits that include instructional emphasis on the physical, life, and earth and space sciences.
3. **Social Studies** - three credits.
4. **Foreign Language** - either three credits of one Foreign Language or two credits each of two Foreign Languages.
5. **Fine Arts** - one credit.
6. **English** - four credits.
7. **Elective Requirement** - either one credit of Business Technology plus two additional credits from items 1-6 or three additional credits from items 1-6.
8. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up through the first semester of the senior year.
9. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT).

B) Vocational curriculum - The student who completes an intensive career-technical education curriculum in the high school must meet any nine of the following ten criteria:

1. **English** - four credits which may include one credit of Applied Communication.
2. **Math** - three credits which should include Algebra and Geometry or a sequence of courses that contain equivalent content.
3. **Science** - three credits that develop concepts for physical, life and earth and space sciences.
4. **Social Studies** - three credits.
5. **Foreign Language** - two credits; or two credits of Business/Technology; or one credit of each.
6. Three credits in the student's career-technical education curriculum.
7. Two additional credits in 1-6 above, or in Fine Arts.
8. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up through the first semester of the senior year.
9. Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent.

HONORS RECOGNITION

All 9, 10, 11 students and their parents are invited to a special event in May. Students qualify by earning any of the awards detailed in the "Academic Awards" section above. Likewise, seniors are recognized at Senior Banquet and Awards night in May.

HONOR ROLLS

Honor Roll selections will be based on a 3.0 average of all grades received for each nine-week grading period, as follows:

HONOR ROLL	3.0 - 3.49
HIGH HONOR ROLL	3.50 - 3.99
PRINCIPAL'S ROLL	4.0 and above

1. Those students who receive a 4.0 GPA or higher for the nine week grading period will receive special recognition for their achievement.
2. Computations are figured by adding the total points and dividing by the student's total credits per semester.

A+ = 4.25	B+ = 3.25	C+ = 2.25	D+ = 1.25
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.75	B- = 2.75	C- = 1.75	D- = 0.75

Advanced Placement courses carry additional point values. Example: A-5 points.

NOTE: When students enroll in Hilliard Davidson High School from another school, the grades and credits earned at the previous school are honored. However, only Advanced Placement courses will carry additional point values as described above. Any deviation from this policy will be determined on an individual basis and approved by the building principal.

OHIO TESTS OF SCHOLASTIC ACHIEVEMENT - 9, 10, 11 AND 12

Students throughout the State of Ohio compete as individuals and as teams for awards in the following areas:

1. Science- First Year Biology and Chemistry
2. Mathematics - First Year Algebra, Geometry, Second Year Algebra
3. Social Studies - American History, Senior Social Studies
4. English - Grades 9, 10, 11 and 12
5. Languages - First and Second Year French, Spanish

PRESIDENT'S EDUCATION AWARDS PROGRAM

Presidential awards will be made late in the spring to graduating seniors who have met the following criteria:

1. Attained a 3.5 grade-point average or better on a straight 4.0 scale over grades 9, 10, 11, and the first semester of grade 12;
2. Scored at or above the 85th percentile in **math or reading** on any one of the following nationally recognized standardized achievement tests during either the 11th or 12th grade: PSAT/NMSQT, ACT, SAT

VARSITY LETTER H IN ACADEMICS

(Cumulative GPA, based upon the semester averages, over the entire school career)

Requirements: Grades 9 & 10 - 3.75; 11 & 12 - 3.50

VI. STUDENT ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Hilliard Davidson High School offers a wide range of student clubs and activities. These range from interscholastic sports through intramural sports and on to special interest groups such as Ski Club. The nature of the clubs within the school varies with student interest. If the student desires information concerning a special club he or she may make inquiry with the Director of Student Activities. If a club is desired that does not exist, the student may find other students of a like interest, get a staff member for an advisor, organize their group, and present the information to the Student Program Coordinator.

NOTE: Student Must Attend School All Day the day of an extracurricular activity or sport in order to participate. If the activity or sport takes place on the weekend, the student must be in attendance the last school day before the event.

ATHLETICS (INTERSCHOLASTIC)

BOYS-FALL

Football - Cross-Country
Soccer -Golf

GIRLS-FALL

Volleyball - Tennis
Soccer - Cross-Country

BOYS-WINTER

Basketball – Wrestling
Swimming

GIRLS-WINTER

Basketball - Gymnastics
Swimming

BOYS-SPRING

Baseball - Track
Lacrosse – Volleyball
Tennis

GIRLS-SPRING

Track -Softball
Lacrosse

CHEERLEADERS

Football/Basketball/Competition

All rules pertaining to athletics will be provided to student athletes in the Hilliard City School District Athletic Manual.

CLUBS

American Field Service	Future Medical Careers Club
Art Club	Future Problem Solvers
Career Based Intervention	Future Teachers of America
Chess Club	German Club
Computer Club	In-The-Know
Cultural Awareness Club	Key Club
Dance Team	National Honor Society 11-12
Drama Club	Physics Club
Drill Team	Renaissance Club
Electronic Journalism	Ski Club
Environmental Awareness Club	Spanish Club
Family, Career, and Community Leaders of America	Student Council
French Club	Tech Crew (Stage)
French Honor Society Club	Youth to Youth

INTRAMURALS – Ms. Brickley

We have numerous activities planned throughout the school year. Listen to announcements to sign up for these activities.

OPPORTUNITIES IN MUSIC

Marching Band/Concert Band	Stage Band/Pep Band
Orchestra/String Sensation	Senior Choir/Concert Choir
Madrigals Select Vocal Group	Boys in Blue/Blue Ladies

OPPORTUNITIES IN DRAMA

Children's Play/Fall Comedy	9-10 Play/11-12 Play
Spring Musical/Giggle Factory	Tech Crew/Thespian Club

OPPORTUNITIES IN SCIENCE

Science Olympiad/Science Fairs

STUDENT PUBLICATIONS

Student Newspaper - *The Wildcat*
Yearbook - *Memories*

TITLE IX INFORMATION

(PROVIDED FOR PARENTS AND STUDENTS OF THE HILLIARD CITY SCHOOL DISTRICT)

No student shall, on the basis of sex, marital or parental status, pregnancy, race, color, national origin, religious belief, or handicap, be denied the opportunity to participate, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or his/her parent) may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed Assistant Superintendent, Leslie McNaughton, to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5323 Cemetery Road, Hilliard, Ohio 43026, telephone (614) 771-4273.